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Report for Week Ending 9 May 1956
from
PROJECT STAFF

Project 4-83 - Vital Materials Deposit Schedule for all Offices

Several additional meetings have been held with representatives of ORR preliminary to the development of a Vital Materials schedule.

Project 4-84 - Vital Materials Microfilm Project

Microfilming of Vital Materials in the Comptroller's Office started this week. This filming is approximately 60% complete.

Microfilming in the Office of Personnel has been temporarily delayed. The Insurance Records Division has requested that we postpone filming of their records until Monday, 14 May. This project is approximately 95% complete.

Projects 4-96, 5-59, 5-60, 5-68

No change from previous report.

General Information

25X1A9a Mr. [REDACTED] the Area Records Officer for the Office of Training, was contacted regarding their Vital Materials schedule. He stated that within the next week we should receive a schedule or statement from the Office of Training.

25X1A9a Comments on the ORR Vital Materials Study have been forwarded to Dr. [REDACTED]

25X1A9a A meeting was held with Mr. [REDACTED] on the File Space Requirements for
25X1A8a [REDACTED] Concurrence of our recommendations are delayed pending further consideration of the aisle space allowances for their operation.

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[REDACTED]

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